

ChatGPT & Claude Prompts for Law Firms

A practical starter library of AI prompts for intake, drafting, client comms, and practice admin

Direct answer: what can a law firm actually use ChatGPT or Claude for?

Safely: drafting first-cut correspondence, summarising documents you paste in, turning legalese into plain-English client updates, building intake questionnaires and matter checklists, and drafting marketing copy. A lawyer must review anything that goes to a client or a court. Do not paste privileged or confidential client material into public AI tools — the value is in the prompt structure, not in handing over the facts of a live matter.

1. Client intake & onboarding

Use these to prepare intake questions and structure the first conversation. Fill in the placeholders before you run each prompt.

New-matter intake questionnaire

Draft a client intake questionnaire for a new [matter type] matter. Group the questions into sections (parties, background, key dates, documents to collect, desired outcome, budget expectations). Keep questions in plain English a non-lawyer can answer. Flag any questions where the answer would change which area of law applies.

Conflict-check prompt list

List the pieces of information I should collect from a prospective client named [client name] before I can run a conflict check for a [matter type] matter. Include related parties, corporate entities, and adverse parties I should ask about. Output as a checklist.

Engagement-letter first draft

Draft a plain-English engagement letter outline for a [matter type] matter. Include scope of work, what is excluded, fee basis, how we communicate, and what we need from the client. Leave clearly marked placeholders for fee figures and dates. This is a first draft for a lawyer to review, not a final letter.

First-meeting agenda

I have a first meeting with [client name] about a [matter type] issue. Draft an agenda that covers understanding their goals, the key facts I need, likely next steps, and how fees and timelines work. Keep it to one page.

2. Drafting & correspondence (first cuts only)

Treat every output here as a starting point a lawyer edits — never as finished work product.

Letter to the other side

Draft a first-cut letter to the other party in a [matter type] matter. The key facts are: [key facts]. The outcome I am seeking is: [desired outcome]. Keep the tone firm but professional. Mark any place where I need to insert a specific date, figure, or legal citation. I will review and finalise this myself.

Clause plain-language rewrite

Rewrite the following clause in plainer language while keeping its legal effect the same. Then list, as bullet points, anything that is now ambiguous and would need a lawyer to confirm: [paste clause].

Email to a difficult counterparty

Draft a calm, non-escalating email responding to the message below. Do not concede any legal position. Keep it short, keep options open, and suggest a phone call. Message to respond to: [paste message].

File note from rough notes

Turn my rough notes below into a structured file note with headings (attendees, purpose, discussion, decisions, action items with owners). Do not add facts I did not write. Rough notes: [paste notes].

3. Document summarising & review prep

Paste in documents you are entitled to share and want summarised. Keep genuinely sensitive client material out of public tools.

Summarise a long document

Summarise the document below for a busy lawyer. Give me: a three-sentence overview, the key obligations of each party, the important dates and deadlines, and the three things most likely to cause a dispute. Document: [paste document].

Compare two versions

Compare version A and version B of the text below and list every substantive change (not formatting). For each change, note in one line why it might matter. Version A: [paste]. Version B: [paste].

Issue-spotting checklist

I am reviewing a [matter type] document. Based on the text below, list the issues and questions I should check before advising my client. Frame them as questions, not conclusions, so I do my own analysis. Text: [paste document].

Chronology from a document bundle

Build a dated chronology of events from the material below. One row per event: date, what happened, source. Flag any events where the date is unclear. Material: [paste].

4. Client communication & updates

Use these to translate legal work into updates clients understand — then check the substance before sending.

Plain-English matter update

Write a short, reassuring update to [client name] explaining the current status of their [matter type] matter in plain English. Key developments: [key facts]. Next step and who does it: [next step]. Avoid legal jargon; keep it to a few short paragraphs.

Explaining a delay

Draft a message to [client name] explaining that their matter is delayed because of [reason], what it means for the timeline, and what happens next. Be honest and calm, not defensive. Do not promise a date I have not given you.

Answering a common client question

A client asked: [paste question]. Draft a clear, plain-English answer at a general level, and add a sentence noting that specific advice depends on their circumstances and I will confirm. Do not state anything as definitive legal advice.

Deadline reminder to a client

Draft a friendly but clear reminder to [client name] that we need [what you need] from them by [deadline] to keep their matter on track. Explain briefly what happens if we miss it.

5. Practice admin, marketing & knowledge

For internal and marketing work where no client confidences are involved, these save the most time.

Matter checklist / procedure

Create a step-by-step procedure checklist for handling a standard [matter type] matter from intake to closure. Include the documents to collect, the checkpoints where a partner should review, and the standard client touchpoints along the way.

Blog or article draft

Draft a 600-word plain-English article for our firm's website explaining [legal topic] to small-business owners. Educational tone, no specific advice, and a closing line inviting readers to get tailored advice. I will review it for accuracy before publishing.

FAQ from a topic

Write eight frequently-asked questions and short plain-English answers about [legal topic] for prospective clients. Keep answers general and add a note that individual circumstances vary.

Meeting-to-tasks converter

From the meeting notes below, produce a clean action list: task, owner, due date, and matter reference. Separate items that need a lawyer's sign-off from routine admin. Notes: [paste notes].

Professional responsibility comes first

Do not paste privileged or confidential client information into public AI tools like the free versions of ChatGPT or Claude — you cannot control where that data goes, and it may breach your law society's solicitors' conduct rules and your duty to preserve legal professional privilege.

A lawyer must review anything sent to a client or filed with a court. AI drafts; a human decides. Use these prompts to prepare and accelerate work, not to replace your professional judgement or your duty of privilege.

When prompting isn't enough

Prompting is manual and one-at-a-time. You copy the facts in, you copy the draft out, you paste it into the right system, and you do it again for the next matter. It is a genuine help for a lawyer working on one thing — but it is a personal-productivity habit, not a firm workflow.

When the same intake, drafting, or client-update workflow repeats every day, the copy-paste starts costing more than it saves — and it is exactly where confidential material tends to end up in the wrong tool. At that point you do not want a better prompt; you want the workflow automated inside your own systems, with a lawyer's sign-off built into the step that goes to a client or a court.

That is what SG1 builds. The automation runs inside your own Microsoft 365 tenant on private Azure AI that is never trained on your data, every step keeps a human in the loop with an audit trail, and we start with a scoped pilot on one workflow rather than a firm-wide rollout. If you have found the same prompt useful enough to run it by hand every day, that is the signal it is worth automating properly.